



CITY OF HOUSTON

Job Posting

	Correction	Correction	Correction
1	<div>Applications accepted from:ALL PERSONS INTERESTED</div>		
2	<div>Job ClassificationDeputy Assistant Director(Executive Level)</div>		
3	<div>Posting NumberPN# 100916</div>		
4	<div>DepartmentDepartment of Finance & Administration</div>		
5	<div>DivisionBudget and Evaluation Division</div>		
6	<div>Section</div>		
7	<div>Reporting Location611 Walker, 10th Floor</div>		
8	<div>Workdays & HoursVaried, normally M-F *</div> <div>*Subject to change</div>		
9	<div>DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS Prepares and manages the City’s operating budget; serves as the primary assistant to the Assistant Director of Finance and Administration for budget matters; supervises the analytical arm of the Finance and Administration Department in the evaluation of complex programs; has primary responsibility for monthly financial and performance reporting.</div>		
10	<div>WORKING CONDITIONS This position is physically comfortable; the individual has some discretion about walking, standing, etc.</div>		
11	<div>MINIMUM EDUCATIONAL REQUIREMENTS Requires a Bachelor’s Degree in Business Administration, Public Administration or closely related field.</div>		
12	<div>MINIMUM EXPERIENCE REQUIREMENTS Seven (7) years of progressively more complex/responsible administrative experience are required, with at least three of the years in a supervisory capacity. A Master’s degree in Business Administration, Public Administration or a field closely related to the work being performed may be substituted for two years of experience.</div>		
13	<div>MINIMUM LICENSE REQUIREMENTS None</div>		
14	<div>PREFERENCES Prefer knowledge of municipal budgeting, accounting and reporting procedures and systems.</div>		
15	<div>SELECTION/SKILLS TEST REQUIREDNone.</div>		
	<div>SAFETY IMPACT POSITION<div><input checked="" type="checkbox"/> Yes<input type="checkbox"/> No</div><div>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.</div></div>		
17	<div>SALARY INFORMATION Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range - Pay Grade 30 \$1,999.00 - \$3,614.00 Biweekly\$51,974.00 – \$93,964.00 Annually</div></div>		
18	<div>OPENING DATESeptember 29, 2004</div>		
19	<div>CLOSING DATEOPEN UNTIL FILLED</div>		
20	<div>APPLICATION PROCEDURES Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. <div>An equal opportunity employer</div></div>		